

# GREENSBORO PUBLIC LIBRARY

## POLICIES AND PROCEDURES FOR PUBLIC MEETINGS IN BRANCH LIBRARIES

The Mission of the Greensboro Public Library:  
*In partnership with the community, the Greensboro Public Library strives to provide free and equal access to information, foster lifelong learning, and inspire the joys of reading.*

The Meeting Room *Policies and Procedures* have been developed to guide community organizations and groups in booking meeting rooms at the branch libraries. Public library meeting rooms are primarily used for library and library-related programs. When not required for the library's use, other groups and organizations may use the room in accordance with established policies and procedures.

### I. BRANCH MEETING ROOM POLICY

- A. All meetings are open to the public and the press.
- B. Use of the Library's meeting room by outside groups and organizations does not constitute or imply an endorsement of an organization's beliefs or practices.
- C. Groups will be responsible for set up and take down of rooms unless prior arrangements have been made with the library. Rooms must be left in an orderly condition after the meeting is over.
- D. Meetings may not disrupt the use of the library by others, and persons attending the meetings must comply with all library regulations and procedures
- E. Meetings must be scheduled only at times that the library is open for business unless mutually agreed upon by the library and the scheduling organization; meetings must conclude by 8:45 PM Monday through Thursday and 5:45 Friday through Sunday.
- F. Only 3 consecutive meetings can be booked at one time; additional meetings may not be booked until the third and final meeting has taken place (*note: this does not apply to library-sponsored programs or programs sponsored by groups that have been designated as "library partners"*)\*
- G. Branch meeting rooms are not intended to be used as a base of operation by any club or organization

\*A "partnership" is defined as a mutually beneficial relationship between the Greensboro Public Library and a community organization. The Greensboro Public Library may initiate a partnership with an organization when that organization's mission, philosophy and practices are in accordance with GPL goals and objectives, and when doing so assists the library in fulfilling its own goals and objectives. By declaring an organization a "partner," the

Greensboro Public Library is stating that it implicitly endorses the organization's mission, philosophy and practices.

- H. The "lessee" shall be responsible for any and all damage to the building, furnishing, fixtures or equipment sustained from such use by the "lessee" whether caused by the "lessee", its agents, patrons, invites, licensees, or any other person connected with the "lessee's" function
- I. The "lessee" shall indemnify and save harmless the "City" from all loss, costs and expense arising out of liability, or claim of liability, for injury or damages to persons or property sustained or claimed to have been sustained which is proximately caused by an act or omission of the "lessee" or any of its officers, agents, employees, guests, patrons or invitees or which is otherwise caused by the "lessee's" use of the premises and said "lessee" shall pay for any and all damages to the property of the "City"

## II. BRANCH MEETING ROOM RESTRICTIONS:

- A. Meeting room may NOT be used for private social functions such as parties, weddings or birthday celebrations
- B. Meeting room may NOT be used for religious instruction or worship services
- C. Meeting room may NOT be used for soliciting business, fundraising or actively selling items or services
- D. Meeting rooms may NOT be used for political rallies or campaigns for a specific political party or candidate
- E. Groups may NOT charge admission or solicit donations for programs held in meeting room
- F. Banners, literature, photographs or signage related to the program may not be placed anywhere in the library without prior approval from the manager
- G. The library's contact information may NOT be used as the official address, phone number or headquarters of an individual or organization using the meeting room

## III. PROCEDURES

- A. An adult representative of the organization must make meeting room reservations at least 48 hours before the meeting occurs, and a contract must be signed by the representative at least 24 hours before the meeting occurs, unless prior arrangements are made with the manager.
- B. The representative of the organization shall be personally responsible for the conduct of the meeting and adherence to the procedures.

- C. Parents or guardians must sign the application for minors or youth groups requesting use of the meeting room, and must assure adequate adult chaperonage for such events

#### IV. PREPARATIONS FOR A SUCCESSFUL MEETING

- A. Decorations

Decorations used in the Greensboro Public Library must meet certain fire safety restrictions. All decorations must be flame retardant. Flowers or greenery must be treated for insects. Open flames are prohibited. The Greensboro Public Library will not allow any materials to be attached to any walls, floors or ceilings with nails, staples, tape or any other substances. Helium balloons are allowed, but the representative will be responsible for their removal.

- B. Electrical and Maintenance

Any exposed electrical or extension cords must be taped securely to the floor. Entrances and exits must remain accessible at all times. Furniture, which is moved or rearranged by the representative, must be put back in the order found at the end of each event.

- C. Liability

The Greensboro Public Library cannot assume responsibility for personal property and equipment brought onto the premises.

The "lessee" is responsible for the actions of his/her guests. If problems arise at a function, the manger or designated staff person has the authority to terminate the event.

- D. Smoking

The Greensboro Public Library is a smoke-free facility. No smoking is allowed anywhere in the building. It is the responsibility of the user to assist in enforcing this policy.